DDI NOTICE
No. 20-115

DDI Notice 20-115
25 September 1974

DDI ADVANCEMENT OPPORTUNITIES PROGRAM (AOP)

1. Over the years many employees in lower graded positions have moved into the professional track as a result of their own efforts and those of individual supervisors and managers. Some Offices in the Intelligence Directorate have had procedures to accomplish this; others have been less formal. It is my belief that there are still employees in clerical and technical positions in the Intelligence Directorate who have the potential of performing well in professional positions. Accordingly, I intend to establish a Directorate-wide effort, called the Advancement Opportunities Program (AOP), to broaden the base of professional positions open to clerical and technical employees and to assist the Offices in coordinating and planning related efforts. Effective with this notice I am establishing a pilot AOP in order to gain experience and perfect procedures for more permanent arrangements. This program will only accommodate a small percentage of clerical and technical employees.

2. The objective of the AOP is to identify those employees who have the interest, aptitude, potential, and motivation for advancement into professional assignments within the Directorate and to place them in professional assignments appropriate to their interests and educational background.

3. Most of the professional positions in the Directorate are directly related to analysis and reporting and require interest and abilities in research, analysis, and writing. However, there are other professional positions that do not require these same skills. Office heads will designate which positions are earmarked for this program.

4. Selection of applicants depends in part on the individual's expressed willingness to put forth the effort to acquire the skills or education necessary. (See TAB B for descriptions and qualifications of positions available in this program.)

2 of 10 attached

5. The key features of the <u>pilot</u> program are:

    a. Clericals in grades GS-06 and above, with at least four years of Agency experience, are invited to apply.

    b. Five to ten applicants will be selected to participate.

    c. Those selected will be given the necessary training to compete with other professionals in similar positions.

    d. Periodic evaluations of performance for each person selected for the program will be required to determine if the individual is making sufficient progress to continue in the program.

    e. The DDI Management Staff will monitor the program. This pilot running will be evaluated after one year.

6. The AOP will function as follows:

    a. Interested employees will take the initiative by completing an application form (attached at TAB A) and sending it to their component's Personnel Officer.

    b. Upon receipt of application the following sequence of events will occur:

        (1) Applicants will be interviewed by an appropriate Office career service officer.

        (2) Designated Office career service officers will discuss the application with the applicant's supervisor.

        (3) Applicants will be evaluated on the basis of performance, experience, and potential.

        (4) Applicants will be advised of their preliminary selection for participation or of the reason they have not been selected.

(5) Those selected will be scheduled for appropriate testing and evaluation by the Psychological Services Staff (PSS), Office of Medical Services.

(6) The head of each career service panel will nominate to the Directorate Career Service Board those individuals judged to have the potential to perform effectively in one of the professional positions in the attachment.

c. The DDI Management Staff will prepare the agenda for the Directorate Career Service Board meeting.

d. The Board will review all candidates. Final approval will be by the DDI.

e. The individual selected will be placed in a professional position in the gaining Office as soon as an appropriate vacancy arises. Even if no such vacancy becomes available immediately, the individual will be placed in a professional position within sixty days after being accepted into the AOP.

f. A trial period of twelve months will be established for each individual. However, if extensive training is required, a longer period may be requested from the DDI Management Staff. A Letter of Instruction will be prepared representing agreement between the individual and the supervisor on what will constitute successful performance in the position. Each individual will be given day-to-day guidance and supervision with formal discussions on progress at three-month intervals. A written report will be submitted to the DDI Management Staff at six-month intervals. At the end of the twelve-month period, the Office Director will determine if the individual is making sufficient progress to continue and make the appropriate recommendations to the Directorate Career Service Board.

g. If it is determined the individual is not making sufficient progress to indicate success in the new field, the individual will be
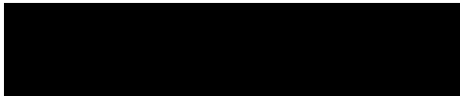
-3-

reassigned to another position without penalty as to personal grade for having participated in the program. The DDI Management Staff will help in finding an appropriate position.

7. Individuals interested in applying for the AOP should discuss this with their respective supervisors prior to making application. Office Directors and supervisors should encourage those individuals who they feel have the potential to submit applications. Applications should be in the hands of Personnel Officers by 15 November 1974.

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EDWARD W. PROCTOR
Deputy Director for Intelligence

Attachments: a/s

-4-